



Disclosure Login

1. From the Executive Order 38 page (www.executiveorder38.ny.gov) page click the **Disclosure** link.

Note: you can also get there by clicking the Disclosure link after completing the Determination form.

2. This will bring you to a login screen. Log into the Disclosure by entering your Grants Gateway Username and Password.

Type your Username and Password and then Click the **Log in** button.

A screen will display with four tabs: **1. Information** **2. Update Details** **3. Submit Disclosure** **4. Apply for Waiver**

The **1. Information** tab is the default.

1. All of the information in the **1. Information** tab comes directly from Grants Gateway.
2. You must complete the **2. Update Details** tab information prior to Submitting a Disclosure and/or Applying for a Waiver.
3. For more information on the **1. Information**, **2. Update Details**, and **3. Submit Disclosure** tabs, please refer to the documentation found on the Executive Order #38 Training webpage (<http://executiveorder38.ny.gov/training>).

Update Details

1. Complete all the information in the **2. Update Details** tab section.
2. If applicable, complete all the information in the **3. Submit Disclosure** tab section.

Apply for Waiver – 4.1 Waiver Application

1. Click the **4. Apply for Waiver** tab. A screen will display with four tabs: **4.1 Waiver Application** **4.2 Compensation** **4.3 Upload Files** **4.4 Affirmation**
2. The **4.1 Waiver Application** tab is the default.
3. Choose the ***+Covered Reporting Period** from the dropdown.
4. Choose the ***+Waiver Type** from the list of Waiver types.
5. If applicable, select ***+ Add New Executive (OR) Select Existing Executives:**
6. Choose the preparer from the ***+Preparer Information** dropdown.
7. For ***+Basis of Calculations**, click the radio button for either: Entire Revenue SF/SAP
8. Depending on your selections, Click the **Next** or **Save & Continue** button. The **4.2 Compensation** tab section will be displayed.

Apply for Waiver – 4.2 Compensation

1. The **4.2 Compensation** tab section is displayed.
2. Depending on your selections, either complete:
 - **all** of the **Executive Expenses** fields (starting with ***+Executive Name** field), OR
 - **all** of the **Administrative Expenses** fields (starting with ***+Administrative Expenses** field).
3. After completing all the required fields, click the **Next** button. The **4.3 Upload Files** tab section will be displayed.

Apply for Waiver – 4.3 Upload Files

1. The **4.3 Upload Files** tab section is displayed.
2. Click the **Upload PDF** button to upload a file, such as the pdf copy of the Compensation Survey or the Worksheets.
3. On your Network or Computer's Hard Drive, find the pdf that you would like to upload and click **Open**.
4. You will get a message telling you the pdf's name that you are uploading and to Click OK if this is the correct document. Click **OK**.
5. You will get a message that the PDF was successfully uploaded: **The PDF was successfully uploaded.**
6. Click the **4.4 Affirmation** tab.

Apply for Waiver – 4.4 Affirmation

1. Read the information for Section A and Section B, then check the corresponding boxes to say that you agree with those statements:

A. The Applicant/Covered Provider hereby requests that, pursuant to Public Offices Law 87(2)(d) and 89(5), any and all State agencies receiving this Waiver Application or copies thereof except such information from public disclosure pursuant to paragraph (d) of subdivision two of section eighty-seven of the Public Officers Law. Below (or in the additional information box below), please find a statement of reasons why the information contained here should be exempted from disclosure on the basis that, if disclosed, such information would cause substantial injury to the competitive position of the subject Covered Provider.

Additional Information

B. Yes. It is further requested that, to the fullest extent permitted by applicable law (including the New York State Freedom of Information Law and Personal Privacy Protection Law), any and all State agencies receiving this Disclosure Form for copies thereof not publicly disclose the statements, representation, and other information submitted herein.

Applicant Affirmation

I affirm, under the penalties of perjury, that all statements, dates, and representations contained in this application are true and correct. I, on behalf of the applicant/covered provider, understand and agree to fully and timely cooperate with any requests by the state for supporting documentation or additional information in relation to this application. I further affirm, under the penalties of perjury, that I am duly authorized by the governing body of the Covered Provider named herein to submit this request on its behalf. I affirm that the waiver application is being submitted based on a good faith belief that the Covered Provider named is (or is projected to be) out of compliance with the applicable regulatory limitations on Administrative Expenses and/or Executive Compensation for the Covered Reporting Period referenced herein I agree and it is my intent, to sign this form by electronically submitted the form to the State of New York. I understand that my signing and submitting this form electronically is the legal equivalent of having placed my handwritten signature on the form.

2. If there is any Additional Information that you wish to include in section A, you can use the **Additional Information** text field to enter that information.
4. Once you have completed the Waiver, click the **Submit** button.
5. You will be sent back to section 4.1 Waiver Application. There will be a message letting you know that the Waiver has been successfully created: **Waiver has been successfully created. Contact your agency representative to modify this waiver.**

Apply for Waiver – View Submitted Waivers

Click on **View Submitted Waivers**, located under the **4. Apply for Waiver** tab section. (the  symbol means the waiver is locked because it has already been submitted, and cannot be edited nor deleted).

To **View any Submitted Waivers**, click on .

To **Edit any Pending Waivers**, click on .

To **Delete any Pending Waivers**, click on .